

ADMINISTRATIVE - INTERNAL USE ONLY

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
29 November - 5 December 1984

I. Items or Events of Major Interest that have Occurred
During the Preceding Week

A. ADP Activities

1. MIS Activities: Development and testing of the Budget Control Module for the P&PD Management Information System (MIS) has been completed. We are currently developing an implementation plan and expect to integrate the Budget Control Module into the MIS later this week.

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2. Digital Prepress: The pagination segment of the Digital Prepress system arrived on Monday, 3 December. [] was notified of the delivery and will schedule installation as soon as the wiring in the computer room is completed. A [] contract was let by Headquarters Engineering Branch (HEB) last week to perform electrical service and upgrade the air handling capacity from five to eight tons.

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B. Copier Management Activities

1. Recently, Panasonic announced an Electronic Editing System (E2S) which allows users to edit material to be copied on a standard Panasonic copier. The Copier Management Program (CMP) has requested literature on the system which is classified by Panasonic as a copier accessory.

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2. Temporarily, the CMP is restricted from initiating new copier placements with some vendors on existing contracts pending Agency review of Foreign

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Ownership, Control, or Influence (FOCI). Placements will be selected from remaining approved domestic vendors wherever possible. However, some Agency requirements may not be served as well as in the past by domestic vendors since not all vendors offer the same copier features, machine reliability, service response, delivery timeframe, etc. Also, due to the restriction, the CMP now only has one vendor with cleared personnel.

no C. Micrographics: Members of the Printing and Photography Division and the Office of Information Services visited Office of Central Reference/Graphic Services Branch to evaluate two source document microfilm applications. The total volume is expected to be 15 cubic feet and require P&PD services over a two-year period. The applications are currently under review by Office of Information Services. *no*

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D. Miscellaneous

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